

FOOD and WATER

Primary Agency: Department of Administrative Services – Bureau of Purchase and Property – Food Distribution

Support Agencies: American Red Cross (ARC)
Community Action Agency
Department of Agriculture, Markets and Food
Department of Corrections
Department of Environmental Services (DES) – Division of Water
Department of Health and Human Services (DHHS)

I. Introduction

A. Purpose

The purpose of emergency support function Food and Water is to identify, secure or prepare for distribution, and arrange for transportation of safe food to affected areas in response to a disaster.

B. Scope

Activities will be undertaken to: identify authorized food assistance needs; obtain appropriate and safe food supplies; arrange transportation of supplies to designated site(s); and/or assisting in authorization of emergency food stamp assistance.

II. Concept of Operations

A. General

1. Under the general direction of the State of New Hampshire Surplus Distribution Section, this emergency function will operate under existing USDA authorities and regulations, Public Laws 93-288, as amended, and Revised Statute Annotated (RSA) 107:C and as otherwise specified in this document.
2. Food and Water will coordinate food and potable water supplies to designated sites and coordinate such activities through Mass Care and Shelter with the ARC or other facility managers and DHHS regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.

3. All requests for food, including types, amounts, and destination locations, will be processed through the State Emergency Operations Plan (*State EOP*) Food and Water Food Coordinator.
4. Food distribution will be coordinated to mirror the existing food distribution system, including currently registered and licensed facilities and ARC shelters (see references).
5. Monitor food preparation, potable water processing and related standards.

B. Organization

1. Food and Water will be composed of a Coordinator from the Department of Administrative Services – Bureau of Purchase & Property – Food Distribution and assistants as needed. Once Food and Water is operational at the EOC it shall function under the direction and control of the EOC Operations Officer.
2. The staffing pattern and level will be dependent upon the severity of the emergency.
3. The functional organization structure of Food and Water, Food and Water

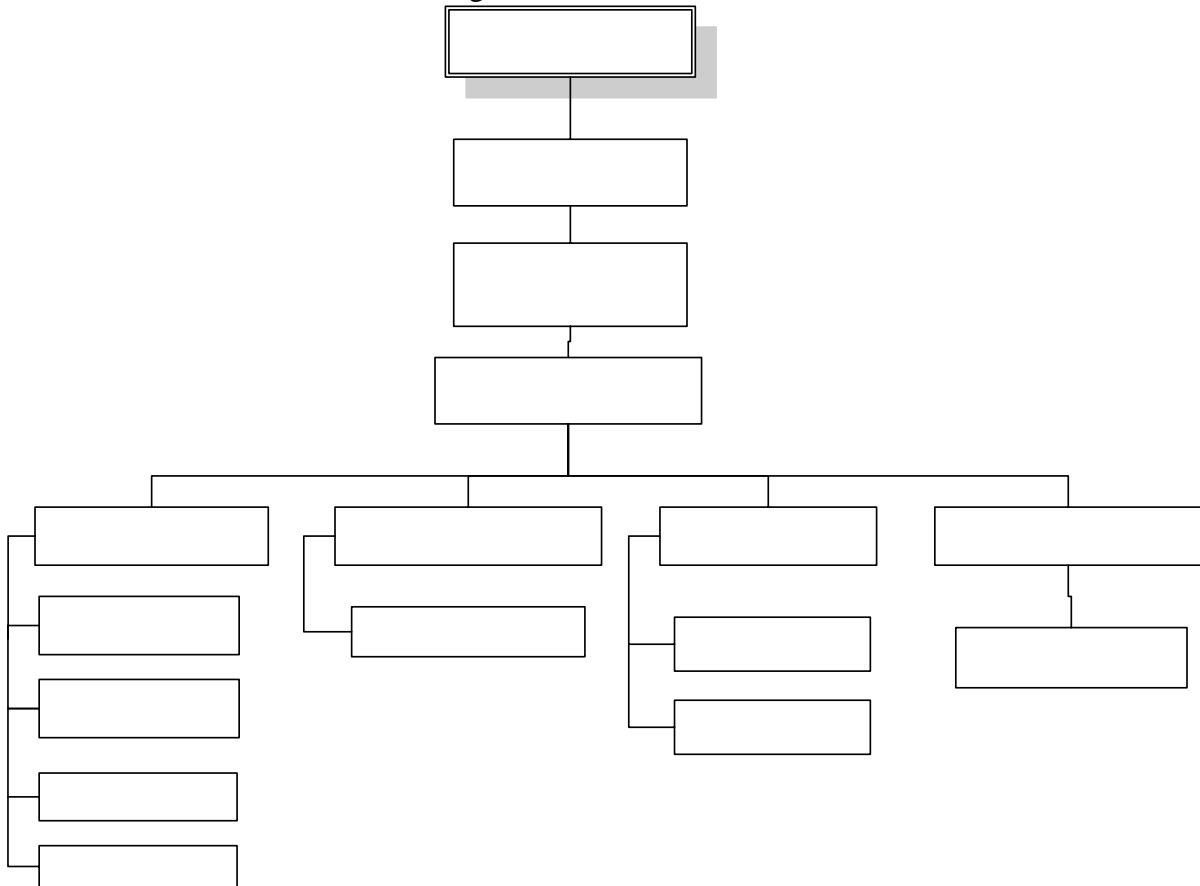


Figure 11-1: Functional Organization of Food and Water

4. ***Interagency Coordination***

Upon notification of an emergency requiring the activation of the Emergency Operations Center (EOC) or other significant State response, the primary agency for Food and Water will brief and consult with designated essential personnel, support agency representatives, and the BEM Director or their designee to implement standard operating procedures/guides (SOPs/SOGs) in support of mass feeding operations. That response may involve:

- a. **Other Emergency Support Functions (ESFs)**
- b. **State Agencies**
- c. **Non-State Agencies**
- d. **Federal Agencies**

5. ***Operational Facilities/Sites***

- a. Department of Corrections facilities.
- b. Federal Surplus Warehouses located in Concord coordinated with area manager.
- c. Community Action Agency locations coordination with Program Administrator in Concord.

C. Notification and Activation

- 1. Upon notification by the BEM of an emergency or an impending incident, the appropriate primary agency will be requested to activate and coordinate Food and Water activities from the EOC.
- 2. The BEM Director and/or State EOC Operations Officer would request activation of Food and Water. The primary agency will provide one Coordinator (Coordinator plus an Assistant, if needed), to the State EOC.
- 3. Once Food and Water activation is initiated:
 - a. The appropriate primary agency representative(s) will implement existing operating procedures, mutual aid agreements, and notifications as outlined within existing protocols.
 - b. Deployment of personnel and resources will take place in accordance with established mobilization guidelines.
 - c. Assimilate and review resource lists.

D. Emergency Response Actions

1. The activities of this Food and Water, Food and Water will generally commence once impacted jurisdictions have exceeded feeding capabilities and have requested assistance.
2. The primary agency designee will locate at the State EOC as soon as possible after notification.
3. The primary agency designee will brief or be briefed by the EOC Liaison Officer and ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, Federal counterparts, and others as deemed necessary according to existing procedures.
4. Determine initial and ongoing activities and damage assessments through established information gathering procedures.
5. Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters, as necessary.
6. Maintain close contacts with local, State, and Federal agencies and the EOC.
7. Maintain complete logs of activities taken, resource orders, records, and reports.
8. Provide logistics support for mobilization of Federal resources.
9. Task support agencies as necessary to fulfill Food and Water assigned roles and responsibilities.

E. Recovery Actions

Initiation of recovery operations will occur when feasibly possible and will follow normal field operation protocols.

F. Deactivation

Food and Water partial deactivation occurs based upon the extent of the current response and recovery actions and at the discretion of the BEM Director. Full deactivation of Food and Water occurs at the termination of its operational requirements.

III. Roles and Responsibilities

A. Primary Agency – Department of Administrative Services – Bureau of Purchase and Property – Food Distribution

1. Coordinate the provision and distribution of food and potable water and the provision of transportation to distribute food stocks.
2. Determine the availability of US Department of Agriculture (USDA) foods that are safe for human consumption.
3. Coordinate with Health and Medical Services and Fire Fighting to assess damages to food and potable water supplies, as necessary.
4. Coordinate with State agencies, local communities and Mass Care and Shelter and Volunteers and Donations to determine the food needs of the affected population(s).
5. Develop course of action that will ensure timely distribution of food.
6. Provide information to Public Information and Volunteers & Donations on the amount and types of food needed.
7. Food and Water coordinates food and potable water supplies to designated sites and coordinate such activities through Mass Care and Shelter with the ARC or other facility managers and DHHS regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.
8. Replenish warehouse with Federal subsidies and commercial services donations.
9. Coordinate with Law Enforcement and Security to obtain security for warehouse storage facilities and transport vehicles, as needed.
10. Ensure that an Incident Action Plan is developed for each operational period and that it is coordinated with the EOC Operations Officer and, Information and Planning.
11. Maintain records of the cost of supplies, resources, and employee hours needed to respond to the disaster.
12. Coordinate with Community Action Agency, Mass Care and Shelter, and Volunteers and Donations to monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
13. Collect and maintain the following ESF status information and coordinate with Information & Planning to ensure inclusion into the Situation Report (SITREP):

- a. Number of people and meals served.
- b. Number of food stamps distributed to disaster victims.
- c. Status of feeding operations.
- d. Unmet Needs.
- e. Status of Critical Facilities (i.e., food preparation sites, communications center, fueling sites for response vehicles, operational sites, e.g.).
- f. Major Food and Water Issues/Activities.
- g. Staffing and Resource Shortfalls.
- h. Number of people in shelter.
- i. Dietary needs.
- j. Source(s) of food.

B. Support Agencies

1. General

- a. Provide operational support and resources, where appropriate, in support of the management of Food and Water.
- b. Provide support to other ESFs, as requested.
- c. Assess the State's food supplies and feeding capabilities.
- d. Provide periodic updates regarding agency activities and/or operations.
- e. Implement interagency agreements as needed to support Food and Water activities/operations.
- f. Document all agency activities, personnel and equipment utilization, and other expenditures, as required.

2. American Red Cross

- a. Per established agreements with private vendors, supplement USDA food stocks.

- b. Identify additional food distribution points.
- c. Support primary and other support agencies, as necessary.
- d. Use Emergency Response Vehicles (ERVs) to provide feeding capabilities, as needed.
- e. Coordinate with VOAD and other charitable organizations and food banks to receive, store, and/or distribute donated food items.
- f. Provide number of people and meals served a daily basis.

3. ***Community Action Agency***

- a. Provide support and manpower for food preparation and distribution, as needed.
- b. Provide statistic of support programs on a daily basis.
- c. Provide strategies for addressing special needs.

4. ***Department of Agriculture, Markets and Food***

Coordinate the protection of future food resources, including agricultural and livestock.

5. ***Department of Corrections***

Coordinate the provision of allowable personnel to assist with food distribution services, upon request, and as available

6. ***Department of Environmental Services (DES) – Division of Water***

Inspection of water to assure safe potable water supplies

7. ***Department of Health and Human Services (DHHS)***

- a. Inspect food for safety to include preparation, transportation and storage.
- b. Help assure all personnel involved in the preparation and distribution of food adhere to appropriate food safety regulations.
- c. Approve and provide emergency issuance of food stamps for up to 30 days to qualifying households within the affected area according to State and Federal guidelines.
- d. Provide disease surveillance, as needed.

- e. Help assure the safety of all dairy products distributed and/or used in the preparation of meals.
- f. Provide public notification of food recall and tampering.
- g. Witness the destruction of contaminated and embargoed foods.
- h. Help assure the food requirements of special needs population.

IV. References

A. Plans

- 1. Appendix to Food and Water of Federal Response Plan
- 2. NH ARC Disaster Plan
- 3. Current Food Inventories List
- 4. Facility Listings
- 5. Community Action Program Plan
- 6. BEM Rapid Needs Assessment Team Plan
- 7. Food Stamps Disaster Plan

B. Standard Operating Procedures/Guides (SOPs/SOGs)

- 1. Food and Water Alert and Notification SOG
- 2. Food and Water Activation and Deactivation SOG
- 3. Food and Water Position Checklists

V. Attachments

A. Forms

- 1. Chronological Event Log
- 2. Incident Report
- 3. Status Report
- 4. Message Form
- 5. BEM Emergency Shift Change
- 6. State Agency Emergency Shift Schedule
- 7. Federal /State Point of Contact Worksheet
- 8. Inventory Activity Log (Attached)

NOTE: All forms are bound separately are located in the State EOC.